

APPENDIX E

**SAMPLE MEDICAL SCREENING FORM
FOR USE IN THE SELECTION OF JUVENILE CORRECTIONS OFFICERS**

Employee Agency: _____

Name, Address, and Telephone Number of Contact Person in the Employing Agency:

Candidate's Name: _____

Candidate's signature authorizing release of Medical records and findings to the
employing agency:

Signature: _____ Date: _____

Physician's Name

Address: _____

Telephone: _____

PHYSICIAN'S STATEMENT (to be completed following the examination):

I hereby certify that I have examined the above candidate's fitness for the juvenile corrections officer position. The information in this form accurately represents my evaluation of any contraindications to this candidate's fitness for the position of juvenile corrections officer. I have recorded the diagnostic procedures which I used in making this assessment at the end of this form. I understand that the presence of contraindications does not automatically disqualify this candidate, nor does their absence constitute a guarantee that the candidate can meet the physical requirements of the juvenile corrections officer position.

Physician's Signature: _____ Date: _____

PHYSICIAN GUIDELINES

This form is designed to assist you in assessing the physical fitness of prospective juvenile corrections officer as it relates to their potential for successful job performance. It provides:

- I. A checklist for fitness to perform physically-demanding job tasks.
- II. A checklist for fitness to participate in the pre-placement physical conditioning program.

The purpose of this medical screen is to allow for case-by-case identification of candidates who have pre-existing physical/medical conditions which may contraindicate their participation in particular aspects of the training program or the job itself. This, in turn, enables the employing agency to make reasonable accommodation to the needs of such candidates (or exclude the candidate when reasonable accommodation is infeasible) and, hence, to keep all risk of physical harm and associated liability to a minimum.

No specific diagnostic procedures are prescribed for this medical screening examination. Rather, as the examining physician, it is your responsibility to identify and use professionally appropriate diagnostic procedures to evaluate the candidate's fitness to engage in each of the listed activities. You are then asked to record, for each activity, whether or not any probable contraindicating conditions were revealed by the examination. You also are asked to attach a list of all diagnostic tests that you performed as part of the examination.

Note that diagnosis of conditions contraindicating participation in particular activities will NOT, in itself, disqualify the candidate. The employing agency must, if feasible, make reasonable accommodation to enable the candidate's participation.

Based on analysis by an expert panel of exercise physiologists, and the physical fitness research literature, the following capacities have been identified as related to juvenile corrections officer job performance:

CARDIOVASCULAR ENDURANCE/STAMINA:

- Ability to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion.
- Distinguish by: total body involvement (vs. localized function), cardiovascular (vs. skeletal) functioning, and relatively long term work (more than three minutes at a stretch).

MUSCULAR STRENGTH:

- Ability to exert maximum muscular force for a brief period of time
- Includes arm, back, abdominal, shoulder, and leg strength.
- Does not include resistance to fatigue

POWER/EXPLOSIVE ENERGY:

- Ability to expend a maximum of energy in one or a series of thrusts.
- Important where short bursts of physical effort are required either to propel one's own body weight or external objects.

MUSCLE ENDURANCE:

- Ability to exert muscular force repeatedly or continuously over time.
- Emphasis on resistance of the muscles to fatigue.
- Involved in propelling, supporting, or moving the body repeatedly, or supporting it for prolonged periods.

FLEXIBILITY:

- Ability to extend trunk, arms, or legs through a range of motion.
- Involved in tasks that require suppleness, such as reaching and stretching.

AGILITY/COORDINATION/BALANCE:

- Ability to coordinate the simultaneous actions of different parts or limbs of the body when the body is in motion, and to maintain balance when external forces act against stability.
- Involved in most motions, but to a greater degree in complex and/or rapid movement sequences.

Table 1 shows how these capacities have been related to each of the physically demanding activities for which you are asked to evaluate the candidate's fitness. This cross-referencing of the capacities to the activities may be helpful for identifying appropriate diagnostic procedures. For additional guidelines, see:

Nylander, S.W. and Carmean, G., **Medical Standards Project Final Report.**
3rd revised edition, October 1984.

When you have completed the examination, please mail the form directly to the contact person in the employing agency. If you have any questions concerning an examination, please telephone the contact person.

MEDICAL APPENDIX

TABLE I

CORRESPONDENCE MATRIX FOR JCO FITNESS CAPACITIES, TASKS, AND EXERCISES

	CARDIOVASCULAR ENDURANCE	MUSCULAR STRENGTH	MUSCULAR ENDURANCE	POWER/EXPLOSIVE STRENGTH	FLEXIBILITY	AGILITY/COORDIN ATION/BALANCE
<u>TASKS/STANDARDS</u>						
WALK/STAND	XXX		XXX			
PURSUE		XXX			XXX	
RUN (WALK/JOE) TO EMERGENCY					XXX	XXX
RESTRAIN ALONE		XXX		(X)	XXX	
RESTRAIN WITH ASSISTANCE		XXX		(X)	XXX	
SEPARATE WITH ASSISTANCE		XXX		(X)	XXX	
DEFEND SELF				(X)		XXX
SEARCH	(X)		(X)	XXX		XXX
CARRY ALONE		XXX				XXX
LIFT AND SUPPORT		XXX	XXX			
DRAG		XXX			XXX	
PUSH	XXX				XXX	
<u>EXERCISES</u>						
ARM CIRCLE				XXX		
SIDE BENDS				XXX		
WINDMILLS				XXX		XXX
TRUNK TWISTS				XXX		
CALF STRETCHES				XXX		
QUAD STRETCHES				XXX		
KNEE HUGS				XXX		
STRIDE STRETCHES				XXX		XXX
STOMACH FLUTTER KICKS			XXX	XXX		
KNEE TO FOREHEAD			XXX	XXX		
PUSH-UPS		XXX	XXX			
SIT-UPS		XXX	XXX			
SIDE LEG RAISES			XXX			
VERTICAL JUMPS					XXX	
LEG PRESSES OR MOD. WALL SITS		XXX	XXX			
WRIST CURLS		XXX				
ARM CURLS		XXX				
JUMP & DUCK						XXX
*DUMMY LIFT		XXX	XXX			
*EXTINGUISHER CARRIES		XXX			XXX	XXX
*75-YARD SPRINTS		XXX			XXX	
*DUMMY DRAG		XXX			XXX	
LONG DISTANCE WALK/JOB	XXX		XXX			

*indicates exercises which include a benchmark minimum

XXX consistent linkage

(X) linkage depends on how activity is performed.

CHECKLIST FOR FITNESS TO PERFORM PHYSICALLY-DEMANDING JOB TASKS

This checklist describes physically demanding tasks, which are typically required of juvenile corrections officers. Please review all of the tasks and then conduct an appropriate examination to detect the presence of any factors that may contraindicate or inhibit the candidate's performance of any of these tasks. Then, for each task, indicate on this form whether or not any contraindicating factors were revealed by the examination. Also, on the last page of this form, record or attach a complete list of the diagnostic procedures that you have performed as a part of the examination.

A. Task: Walk or stand for long periods of time.

Average Frequency: Several times a week/once a day.

Typical Minimum Standard: Be able to walk or stand for 6 hours of an 8 hour shift.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

B. Task: Pursue inmates on foot (running)

Average Frequency: Once or twice a year or less.

Typical Minimum Standard: After walking/standing for 6 hours of an 8-hour shift, be able to pursue a running juvenile by sprinting a distance of 75 yards or more.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

C. Task: Run to the scene of a disturbance or emergency.

Average Frequency: One to three times per month.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, be able to walk briskly or jog a distance of 150 feet to the scene of an emergency or disturbance, maneuvering around obstacles such as tables and chairs.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

D. Task: Physically subdue or restrain a juvenile by yourself.

Average Frequency: Once or twice a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, and after physically separating two fighting juveniles with the help of another person, be able on your own to apply appropriate techniques to physically restrain a resisting juvenile for at least 30 seconds, and remove the resisting juvenile from the scene.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

E. Task: Physically subdue or restrain a juvenile with the help of another person.

Average Frequency: Two to twelve times a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8-hour shift, be able to apply appropriate techniques to help another Juvenile Corrections Officer to physically restrain a resisting juvenile for at least 30 seconds, and remove the resisting juvenile from the scene.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

F. Task: Physically separate two fighting juveniles with the help of another officer.

Average Frequency: Twelve times a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, and then walking briskly or jogging 150 feet in response to a call for help, be able to help another Juvenile Corrections Officer separate two fighting juveniles by approaching one of the juveniles from behind, pulling the juvenile away, and applying appropriate techniques to restrain the juvenile for at least 30 seconds.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

G. Task: Defend yourself against a juvenile with a weapon.

Average Frequency: Never to once or twice a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, be able to handle an attacking juvenile by verbally de-escalating the situation if possible and, when that is not possible, calling for assistance, retreating, or otherwise acting to minimize injury to self and others.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

H. Task: Search areas that are not easily accessible for contraband.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, be able to repeatedly:

- A. Assume position to look under a bed and visually search the area for contraband; and,
- B. Step up on a chair and maintain balance while reaching to search high areas.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

I. Task: Carry heavy objects by yourself.

Average Frequency: Once or twice a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, be able to carry a wall mounted 20 pound fire extinguisher and walk briskly 75 feet or more to the scene of a fire.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

J. Task: Lift and carry heavy objects with the help of another juvenile corrections officer.

Average Frequency: Two to twelve times a year.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, to support the weight of a 150-pound hanging juvenile for a period of 30 seconds or more, lifting sufficiently to prevent strangulation.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

K. Task: Drag Heavy Objects

Average Frequency: Once a month.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, and walking briskly or jogging 75 feet, be able to use appropriate technique to quickly drag a 150-pound juvenile for a distance of 20 feet or more.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

L. Task: Push hard-to-move objects by hand.

Average Frequency: Once a month.

Typical Minimum Standard: After walking/standing for 6 hours of an 8 hour shift, be able to push a 60-pound piece of furniture 10 feet or more across an uncarpeted floor.

Any contraindicating factors? Yes _____ No _____
If "yes", please explain:

CHECKLIST FOR FITNESS TO PARTICIPATE IN THE PHYSICAL CONDITIONING PROGRAM

New juvenile corrections officers participate in a training program that includes a physical conditioning component to improve their ability to perform the physically demanding job tasks. The physical training program consists of 12 one-hour exercise sessions spaced evenly over a three to four week training period.

This checklist describes the major exercises involved in the physical condition program. Please review them and then indicate on the form whether the candidate's participation in any of these exercises may be contraindicated based on the medical examination results. If additional diagnostic procedures are required for this part of the examination, please perform them and add them to your list as the last page.

1. Perform a series of 14 short duration (30-60 second) exercises enhancing flexibility, agility/coordination, and muscular strength, endurance and power.
 - Exercises include: arm circles, side bends, windmills, trunk twists, calf stretches, quad stretches, knee hugs, stride stretches, stomach flutter kicks, knee to forehead, push-ups, sit-ups, side leg raises, and vertical jumps.
 - Time allowed: 10 minutes.
 - No test.

Any contraindicated exercises? Yes _____ No _____
If "yes", please identify and explain:

2. Perform a series of four short duration (30-60 second) exercises enhancing whole body agility/coordination plus grip, arm, and leg strength. Rest briefly (30-60 seconds) between exercises.
 - Exercises include: jump and duck, wrist curls, arm circles, and leg presses or modified wall sits.
 - Time allowed: 8 minutes
 - No test.

Any contraindicated exercises? Yes _____ No _____
If "yes", please identify and explain:

3. Demonstrate/enhance ability to lift and carry, with a partner, a 150-pound bag and lift and hold it high enough to take all stress off the rope or chain from which it is suspended.

- Exercise: Dummy lifts. Lift and fully support a weighted bag hung from above by a rope or chain.
- Time allowed: 2 minutes
- Test. Benchmark minimum: Support the weight of a 150-pound hanging bag for at least 30 seconds lifting sufficiently to create and maintain slack in the chain/rope from which the bag is suspended.

Any contraindicating factors?

Yes _____ No _____

If “yes”, please identify and explain:

4. Demonstrate/enhance ability to quickly drag a 150-pound bag or dummy by the handle or strap for a distance of 20 feet or more over a carpeted or flat mowed grass surface.

- Exercise: Dummy drags. In 30 seconds, drag a weighted duffle bag as far as possible, rest briefly (30-60 seconds), repeat.
- Time allowed: 2 minutes.
- Test. Benchmark minimum: In 30 seconds, drag the 150-pound bag or dummy at least 20 feet. (This corresponds to dragging the bag/dummy at a pace corresponding to a very slow walk).

Any contraindicating factors?

Yes _____ No _____

If “yes”, please identify and explain:

5. Demonstrate/enhance ability to (a) walk briskly or jog 150 feet while maneuvering around obstacles and, (b) lift a 20-pound fire extinguisher and carry it 75 feet or more while walking briskly.

- Exercise: Weighted Agility Runs: Walk briskly or jog through a 75 foot barrier course, pick up a 20-pound fire extinguisher or weighted tube bag and carry it back through the course, walking briskly. Repeat. Rest briefly (30-60 seconds) between repetitions if benchmark minimum not met.
- Time allowed: 6 minutes.
- Test: Benchmark minimum: Complete the full 150 foot course within 30 seconds, carrying the 20 pound extinguisher/weighted bag for 75 feet of that distance without dropping it.

Any contraindicating factors?
If “yes”, please identify and explain:

Yes _____ No _____

6. Demonstrate/enhance speed in sprinting a distance of 75 yards on a straight track.

- Exercise: 75-yard Sprints: From a standing start, run 75 yards as quickly as possible over a straight track. Repeat. Resting briefly (30-60 seconds) between repetitions, as often as time allows.
- Time allowed: 6 minutes.
- Test. Benchmark minimum: Complete the 75-yard sprint within 30 seconds (i.e., at a pace in the borderline between a fast jog and a slow run.)

Any contraindicating factors?
If “yes”, please identify and explain:

Yes _____ No _____

7. Enhance cardiovascular endurance by walking briskly, jogging, or running around an oval track for a continuous period of 15 minutes.

- Exercise: long distance walk/jog.
- Time allowed: 15 minutes
- Test. No test.

Any contraindicating factors?

Yes _____ No _____

If "yes", please identify and explain:

8. Cool down: slow the heart rate down and stretch out the primary muscle groups.

- Exercise: walk at a comfortable pace for three minutes and then perform two minutes of stretching exercises (calf stretch, quad stretch, trunk twists, and windmills).
- Time allowed: 5 minutes.
- No test.

Any contraindicating factors?

Yes _____ No _____

If "yes", please identify and explain:

DIAGNOSTIC PROCEDURES PERFORMED

Please record in the space below or attach a complete list of the diagnostic procedures you have performed as a part of this medical screening examination.

COMMENTS

If you have any remaining comments to make concerning this candidate's physical/medical fitness for the juvenile corrections officer position, please note them here (attach extra pages as necessary).